

MAP DIVISION

OFFICE PROCEDURE

Research and Analysis Branch
Office of Strategic Services

Number: 5
Effective: 2/16/43
File: IB

Subject: Requests for Services.

1. Requests for services of the Map Division are requests of the Division as a whole rather than of the individual section to whom they may be addressed. In the great majority of cases where it is obvious that the section contacted is the appropriate one to perform the service, the request may be handled immediately by that section. In case of reasonable doubt, however, the request should be referred to the Division Chief or the Deputy Chief of the Division for determination as to which section or sections are concerned.
2. All requests for services made to members of a section should be referred to the section chief, except where a clear precedent has been established.
3. Requests for services made by other divisions of the OSS are to be accepted subject to the following considerations:

If the work load of the section makes it appear doubtful that the request can be filled, or if the request seems unreasonable or involves considerable expenditure for material, the matter should be referred to the Division Chief or the Deputy Chief. Section chiefs, however, may use their judgment where the proper decision seems clear, but must report such decisions as soon as possible to the Division Chief or the Deputy Chief.
4. All requests for services made by agencies other than the OSS are to be referred to the Division Chief or the Deputy Chief, except where a precedent has been established. Requests from the Board of Economic Warfare to any section of the Map Division for map services are to be handled according to the special arrangements in force between the OSS and the Board of Economic Warfare.

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NO CHANGE IN CLASS. ☐
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